

Procedure: <i>Evaluating a Course</i>	
Issue Date: May 5, 2000	Procedure ID: <i>P-TR-020</i>
Supersedes: March 13, 2000	Rev/Change 2.0

1. Purpose: To determine course status with respect to the training plan and determine course effectiveness to support decisions on course modification, replacement or elimination.

2. Applicability: This procedure is applicable to all Contractor personnel assigned to ATISD.

3. Responsibility: SPGC

4. Support: Instructors, Site Training Coordinator

5. Invoked By:
Conducting a Course P-TR-010

6. Inputs:
Attendance Sheet S-TR-010
Course Critique S-TR-050

7. Outputs: N/A

8. Procedures Invoked: N/A

9. External Procedures Referenced: N/A

10. Procedure Steps:

- a) The Training Coordinator computes statistics by entering individual answers and comments into the training Database for that course. The program will calculate the statistics. The Training Coordinator then prints the course evaluation report.
- b) The Site Training Coordinator keeps copies of the evaluation and exam, and sends the originals to the Group Training Coordinator.
- c) The Group Training Coordinator keeps the original evaluations and exams, and sends copies to the Corporate Training Coordinator.
- d) The Training Coordinator, gives a copy of the results to the CSPG and the Instructor for evaluation.

11. Notes: N/A

Name of Course: _____ Date: _____

Instructor(s): _____ Location: _____

Name (Optional): _____

Mark boxes, which most closely represent your opinions. Please provide suggestions for how we can improve training.

Curriculum/Relevancy

	Strongly Disagree	Disagree	Agree Not Neither	Agree	Strongly Agree
1. The content of this course is pertinent to my job assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The amount of material the course covers is appropriate for the time allotted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I could explain what I've learned in this course to a co-worker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Improvements: _____

Course Materials

4. Training materials were well suited to the course objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Training materials were easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The exercises helped me learn the material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Improvements: _____

Instructor(s)

7. The instructor(s) were knowledgeable of the course content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor(s) answered questions thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor(s) encouraged class participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Improvements: _____

Logistics

10. The size of the class was appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. There were appropriate break times during the presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The facilities were conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Improvements: _____

Continue on other side if more room is needed.